**MINUTES**

**PANAMA CITY**

**COMMUNITY DEVELOPMENT CORPORATION, INC**

**DESTINATION PANAMA CITY**

**PCDPC**

**August 28, 2018**

**9:37 AM Commission Meeting Room City Hall**

**840 W 11th Street, Panama City, FL 32401**

**Chairman Nichols called the meeting to order at 9:07 AM** CEO Jennifer Vigil called the roll; in attendance were: Chairman Mike Nichols, Greg Brudnicki, Billy Rader, Nirav Banker, Jennine Brown, and Kenneth Brown. Also present: Darlene Hachmeister, City Clerk/Treasurer.

**Acceptance of Financial Report Period Ending July 31, 2018:** Ms. Hachmeister presented the report. Mr. Brudnicki made the motion to approve the Financial Report and Mr. Rader seconded. Motion passed 6-0.

**Approval of the Minutes:** Mr. Brudnicki made the motion to approve May 08, 2018 the minutes and Mr. Brown seconded. Motion passed 6-0.

**Acceptance of Tourist Development Tax Reports:** Ms. Vigil presented the reports. Mr. Brudnicki made the motion to approve the Tourist Development Tax Reports and Mr. Brown seconded. Motion passed 6-0.

**Approval of Market and Social Media RFQ Short List:** Ms. Vigil presented the short list representing the top five agencies as ranked by staff. She also proposed an additional meeting on November 5th, 2018 to meet with the agencies on the short list in order to allow them to present to the board.Mr. Brudnicki made the motion to approve the additional meeting and Mr. Brown seconded. Motion passed 6-0.

**Event Grant Sponsorships:**

Ms. Vigil presented the events that included:

1. **Strummin’ Man Ukulele Festival –** Mr. Brudnicki made the motion to approve the event grant sponsorship and Mr. Brown seconded. Ms. Brown abstained from voting due to a potential conflict of interest. Motion passed 5-0.
2. **Stars and Guitars -** After initial discussion, the sponsorship was increased to $15,000.Mr. Brudnicki made the motion to approve the event grant sponsorship and Mr. Brown seconded. Ms. Brown abstained from voting due to a potential conflict of interest. Motion passed 5-0.
3. **Panama City Songwriters Festival –** Mr. Brudnicki made the motion to approve the event grant sponsorship and Ms. Haligas seconded. Motion passed 6-0.
4. **Panama City POPS - Seasonal Sponsorship -** Mr. Brudnicki made the motion to approve the event grant sponsorship and Mr. Rader seconded. Motion passed 6-0.

**FY19 Proposed Budget & Media Plan:** Ms. Vigil presented the proposed budget and media plan. Mr. Rader made the motion to approve the proposed budget and media plans and Mr. Brown seconded. Motion passed 6-0.

**President & CEO Performance Evaluation:** Ms. Vigil presented her evaluation results as completed by members of the board. Mr. Brudnicki made the motion to approve the results of the evaluation and Mr. Brown seconded. Motion passed 6-0.

**President Report:** Ms. Vigil updated the Board on the following issues: gateway signage, the building acquisition of 1000 Beck Avenue, and updating MOUs

**Next Quarterly Meeting – January 22, 2018:** The next regularly scheduled meeting of the PCCDC will be on January 22, 2018.

**Next Workshop Meeting – Marketing & Public Relations RFQ Respondent Presentations - November 5, 2018:** The next workshop meeting for the PCCDC will be on November 5, 2018.

**Public Participation:** There was no discussion at this time.

**Meeting adjourned at 10:20 AM**